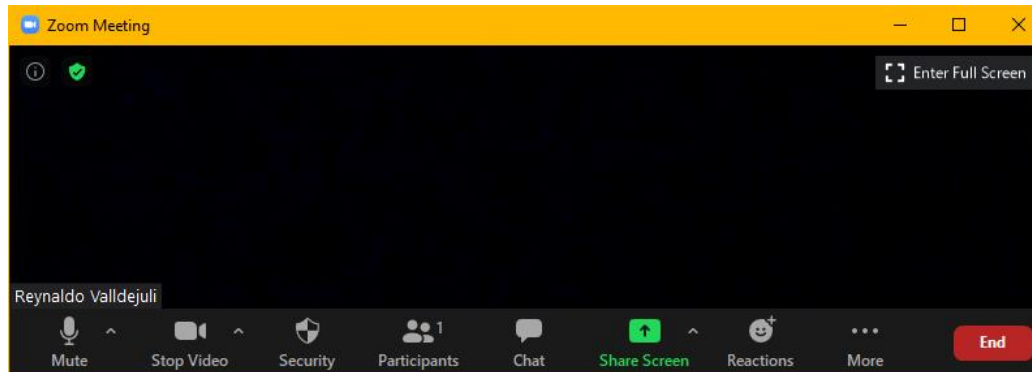# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
- To do this, hover over the bottom left-hand side of your screen and click "Mute."
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
- To do this, hover over the bottom left-hand side of your screen and click "Stop Video."
- Please submit questions during the presentation in the "Chat" function located on the bottom of your screen.

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**Special Education Reporting System
SER February 1 MFP Child Count Office Hour**
January 14, 2021

Visit the *System Support page* for a copy of this webinar.

DEPARTMENT of
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Objectives

- Answer questions regarding February 1 MFP Child Count

- Address any issues and concerns regarding child count

- Important Announcements

Agenda

- 2020-2021 Feb 1 MFP SER Deadlines
- Feb 1 MFP Reports
- Communications and Support
- Questions and Answers

Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Includes, Audits, Collection Open Dates, Collection Deadline Dates, Action Items.
- Posted on the *System Support page*.   Latest Revision: 01-07-21

2020-21 Benchmark Calendar

Worksheet Descriptions:
Benchmarks: Action Items by collection/category for all systems
Key Dates: Major Collection Dates and Key Terms
Systems tabs (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, TSDL, etc.)
Webinars & Trainings: Data Coordinator Webinar dates/link and Statewide collaboration dates

To review specific information, **filter** the **Action Item** column by **COLOR**

| Audits | Collection Open Dates | Collection Deadline Dates | Intermediate Benchmark Dates | Final Data Pulls and Report Runs |

Return to Benchmarks tab   User Guide   User Guides are posted on the Louisiana Believes website (under Data Systems).

2020-21 **Student Information System (SIS)** -- Provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data. For assistance, email Tara.Baylot@la.gov or SystemSupport@la.gov

| Month | Date | System | Collection/Category | Action Item |

February 1 MFP Spring Collection
Special Education Reporting (SER) System

Collection Name	Application System – What Data is Collected	Deadline
Feb 1 MFP	• **SER/SIS Cross Check (Child Count Compare) Report** – should be blank by the deadline date. This is when SIS will close and corrections that can be made should be made by the deadline date.	• **Deadline: February 12, 2021**
	• **Feb 1 MFP Final Child Count** – Deadline for verifying data on all MFP and Gifted/Talented reports for MFP Child Count final run. The count will run at the close of business.	• **Deadline: February 19, 2021**

SER Feb 1 MFP Child Count is critical for funding, federal reporting, and assessments. LEAs have until **February 19, 2021** to verify data and ensure all data is submitted.

To be included in the Feb 1 MFP Child Count, a student must have the following:
- A current evaluation disseminated *on* or *before* February 1
- A current IEP with a team meeting date *on* or *before* February 1
- Active services beginning *on* or *before* February 1

The Feb 1 MFP Child Count will be taken with a count date as of Feb 1.

SER is updated nightly at 6:00 p.m. Any data entered or changes made in SER, either evaluations entered, IEPs submitted, or services open, will be reflected the following day.

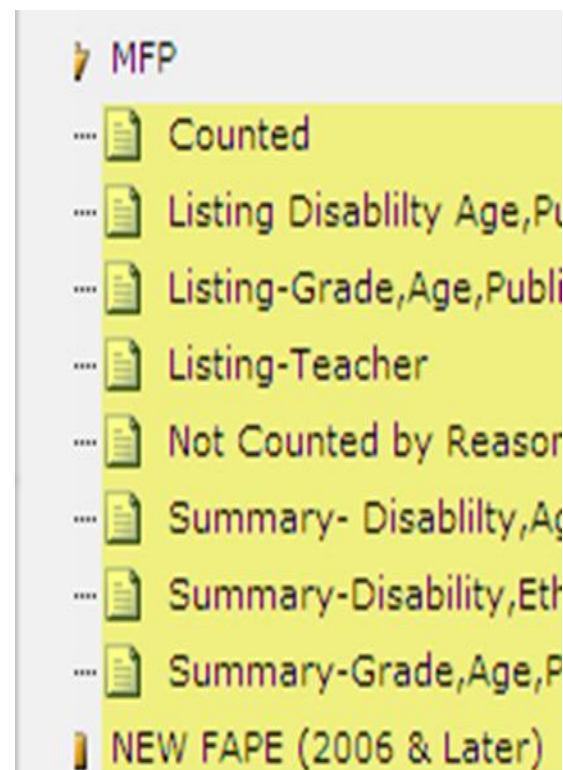# MFP Counted / Not Counted Reports

Feb 1 MFP Child Count Reports

The Feb 1 MFP Child Count data is used for LEA funding, it is imperative to verify data results and make adjustments as needed.

In order to verify your data, please run the following reports:

- MFP Counted
- MFP Not Counted
- MFP Summary
- G/T Reports (found under the Gifted/Talented tab)
- Cross Check Reports – Must be blank to ensure SIS/SER alignment and proper funding
  - SER/SIS (Child Count Compare)
  - SER/SIS
  - SIS/SER

Child Count Reports

- **Counted Report:** is an alpha listing of all the students included in your child count.

- **Not Counted Report:** is a list of students not included in child count by reason.

- **Listing by Teacher:** is used to ensure that students are assigned to the correct teachers (LEADS).

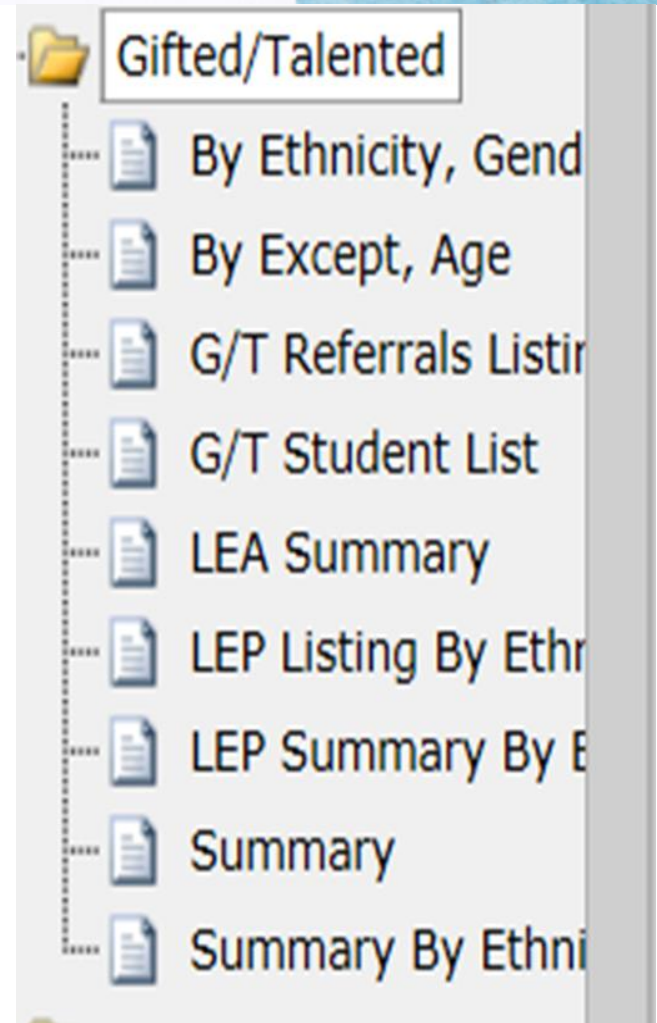- **Summary:** report provides a child count total by race, exceptionality, gender, etc.

Child Count Reports: Counted Report

- Looks at a student's record as if the present day was the count date (October 1 or February 1)
- To be included in the child count, a student must have in SER:
  - **A current evaluation**
  - **A current IEP**
  - **Open services on or before the count date**
- Should be reviewed to verify the list is accurate
- Students who should be counted are on the list
- Students who should not be counted are not on the list
- Student counts are subject to audits

Gifted-Talented Reports

- LEAs should also run the Gifted/Talented (G/T) reports found under the G/T folder.

- Verify that all gifted and talented students will be included in the child count.

Child Count Reports:
Not Counted Report

- Also looks at a student's record as if the present day was the count date **(February 1)**
- Groups students by reason
- Reason prompts necessary action to resolve the error
- Students move to the Counted Report once all errors corrected

Not Counted Reports

Not Counted Reports

School System: ███ ████ ████

Reason: No active services found as of count

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	Current DRDS Date	Exceptionality
LAST-1997359	FIRST	MIDDLE	991-99-7359	000000000		04/12/2002	08	03/16/2010	Specific Learning Disabilities
LAST-2000488	FIRST	MIDDLE	992-00-0488	000000000		11/08/2004	05	02/21/2008	Speech or Language Impairments
LAST-2001179	FIRST	MIDD				11/21/1993	16	01/23/2009	Mental Disabilities
LAST-2004848	FIRST	MIDD				03/20/2003	07	05/31/2010	Speech or Language Impairments
LAST-2018410	FIRST	MIDD				05/15/1995	15	03/17/2009	Specific Learning Disabilities
LAST-2026028	FIRST	MIDDLE	992-02-0028	000000000		09/07/2004	06	04/01/2009	Developmental Delay
LAST-2032729	FIRST	MIDDLE	992-03-2729	000000000		04/13/1991	19	05/28/2009	Mental Disabilities
LAST-2038687	FIRST	MIDDLE	992-03-8687	000000000		12/12/2005	04	11/18/2009	Developmental Delay

Look up students to see why no services are open.

Total Students Not Counted: 339

Reason: Primary Exceptionality is Developmental Delay and student's age is greater than or equal to 9.

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/ *Service
LAST-1850857	FIRST	MIDDLE	991-85-0857	000000000		02/02/1999	12	03/18/201

contact your pupil appraisal staff to do a reevaluation on this student

Cross Check Reports

Cross Check Reports

There are three of SER Cross Check Reports:

- **General Reports**

    •**SER/SIS Cross Check:** Compares your current SER data for active students with a current IEP to SIS data in entire state

    •**SER/SIS Cross Check (Child Count Compare):** Compares the current SER child count to SIS data in the entire state

    •**SIS/SER Cross Check:** Compares your current SIS data with active enrollments to SER data in entire state

SER/SIS Cross Check Report

- Compares current SER data to SIS data for active students with a current IEP in the entire state
  - Finds students who moved to another LEA
    - Displayed in the SER Site/SIS Site Column
  - Identifies students who withdrew/did not return
    - Displayed in the Not Found in SIS Column

SER/SIS (Child Count Compare) Cross Check Report

- Compares the current SER child count to SIS data in the entire state as of the count date
  - Use for IDEA (October 1 Count) and MFP (February 1 Count)
  - **Used to audit IDEA and MFP funding**
  - For IDEA and MFP counts SER and SIS should match
    - No errors should be reported

SER/SIS Cross Check Report

Examples: Discrepancies shown on the SER/SIS Cross Check (General) and SER/SIS Cross Check (Child Count Compare) Reports

SER Last Name / SIS Last Name	SER First Name / SIS First Name	State ID / Local ID	SER Site / SIS Site	SER Birth Date / SIS Birth Date	SER Ethnicity / SIS Ethnicity	SER Gender / SIS Gender	SER Jur / SIS LEA	Not Found in SIS	SER Profile Grade / SIS Grade
Example 1			026017	12/26/1997	Black or African American	M	026	X	09
Example 2									T9 09
			026000	7/30/2010	White	F	026	X	20
			026000	2/17/2012	Hispanic/Latino	M	026	X	20
			026000						
Example 3			026116 026043						

> Remember the Child Count Compare Cross Check displays students with discrepancies included in your Child Count. Therefore the report must be blank!

SIS/SER Cross Check Report

- Compares current SIS data with active enrollments to SER data in entire state
- Identifies students who have moved to your LEA who may need services
- Helps assure students are being provided FAPE (IDEA)
- Helps prevent out of timeline evaluations and IEPs

SIS/SER Cross Check Report

Examples: Discrepancies shown on SIS/SER Cross Check Report:

SIS Last Name / SER Last Name	SIS First Name / SER First Name	SIS State ID/ State ID	SIS Site / SER Site	SIS Birth Date / SER Birth Date	SIS Ethnicity / SER Ethnicity	SIS Gender / SER Gender	SIS LEA / SER Jur	SIS Grade / SER Profile Grade
Example 1			369003 369002					
Example 2			369003 369002					
Example 4				5/27/2004 5/24/2004				04 03
Example 3			369001 369002					
Example 5					Hispanic/Latino, Native Hawaiian or other pacific islander Hispanic/Latino			

SIS SER Feb 1 MFP Validation Reports and Rosters

February 1 MFP Spring Collection Validation Reports and Rosters

Validation Reports and Rosters for the Feb 1 MFP collection will be dropped to the DM FTP on 1/25, 2/1, 2/8, 2/15, 2/22 (Final).

SIS Data Elements and Rosters	SER Data Elements and Rosters
Data Elements and Rosters • SIS Feb 1 MFP and Total Enrollment • Sites with No Enrollment • Multiple and Duplicate Enrollments & Rosters • Free and Reduced Lunch Status, List of CEP Sites • Homeless reported in SIS & Rosters • Underage homeless reported in HTS • English Learners, Section 504 students & Rosters • Military Affiliated Students, Parent/Expectant Parent of a Child • Migrant Students & Rosters • Attendance & Rosters (>30 days absent) • Discipline & Discipline Events Rosters • Potential Dropouts • Grade Level Discrepancies & Roster • Students on Academic Improvement Plan Roster	Data Elements and Rosters • Feb 1 MFP Counted • Feb 1 MFP Not Counted • SER without SIS & Roster

Dates Available	Action Item
● Week of January 25, 2021 ● Week of February 1, 2021 ● Week of February 8, 2021 ● Week of February 15, 2021 ● **Final Report** - Week of February 22, 2020	Review data on the ***SIS SER Feb 1 MFP Validation Reports and Rosters*** (available via DM FTP in Data Validation folder). The *SER Feb 1 MFP Statement of Affirmation* will be included with the FINAL SIS SER Feb 1 MFP Validation Report
Friday, March 12, 2021	**Deadline:** for obtaining signatures and submitting a completed *SIS Feb 1 MFP Statement of Affirmation Form and SER Feb 1 MFP Statement of Affirmation form.* The submission link will be provided on each form.

SER Feb 1 Child Count Statement of Affirmation

- SER Feb. 1 Child Count Statement of Affirmation will be available with the final SIS SER validation report scheduled to be dropped on the DM FTP the week of February 22, 2021.

- Submit the completed form with signatures by **Friday, March 12, 2021** using the jotform.com link provided at the bottom of the form.

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SER Feb. 1 Child Count Statement of Affirmation
Special Education Reporting System (SER)

Fiscal Year 2020-21
MFP Count Date: 2/1/21

I hereby certify that the Special Education Reporting (SER) data submitted by this school district for the February 1 MFP final submission are true and accurate.

Sponsor Code: «SponsorCd»   Sponsor Name: «SponsorName»

Date: _____

Special Education Supervisor/Director: _____
(SpEd Supervisor/Director name - print or type)

Signature: _____
(SpEd Supervisor/Director signature)

School System Leader: _____
(Superintendent/CMO/School System Leader name - print or type)

Signature: _____
(Superintendent/CMO/School System Leader signature)

COMMENTS: (Please note any discrepancies or issues in your counts.)

Please submit the completed form with signatures by Friday, March 12, 2021 using the SER Feb 1 MFP Statement of Affirmation Return form link

Communications and Support

LDOE Weekly Newsletters

- The **Data** section provides information and reminders about data reporting.
- To subscribe, email ldoecommunications@la.gov
- Previous issues of the newsletters can be found in the Department's newsroom.

Special Education Reporting (SER) System
Q & A Office Hours

SER Question and Answer Office Hours:
Feb 1 MFP Child Count (Follow-Up)

- **Date:** January 27, 2021
- **Time**: 10:00 AM
- **Webinar Name**: Feb 1 MFP Child Count
- Registration Link

After registering, you will receive a confirmation email containing information about joining the meeting.

Louisiana Believes

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Annual Financial Reporting (AFR): Yaxin.Lu@la.gov
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS) : Tara.Baylot@la.gov
- Student Transcript System (STS), Curriculum (CUR): Barrett.Adams@la.gov
- Profile of Educational Personnel (PEP): Jara.Bode@la.gov
- Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch, StaffID; and CVR: Jayanthi.Sothirajah@la.gov
- 2020-21 System Enhancements: Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov